

**STILLWATER COUNTY PLANNING BOARD  
MINUTES OF MEETING**

Wednesday, September 2nd, 2020 at 7:00p.m.  
Stillwater County Pavilion,  
328 5<sup>th</sup> Avenue N., Columbus, MT

**BOARD MEMBERS PRESENT:** Jerry Edwards, Carolyn Hutson, Ray Karls, Dan Sayer, Bob VanOosten, Gary Enstrom, Steve Arnold, and Karen Heyneman via phone

**BOARD MEMBERS NOT PRESENT:** Curtis Jacobs

**STAFF:** Forrest Mandeville, Stephanie Ray, and Christine Baker

**OTHERS:** Fiona Nave

**I. CALL TO ORDER.** Gary Enstrom President of the board called the meeting to order at 7:00 p.m.

**A. Public Comments.** Nothing at this time

**B. Disclosures of Conflicts of Interest and Ex-Parte Communications.** Nothing at this time.

**II. MINUTES:**

**A. Minutes:** Motion to approve Jerry, second Bob; motion passed.

**III. NEW BUSINESS:**

**A. Key O Conservation:** The Noel Keogh family is working with the Montana Land Reliance and would like to place a conservation easement on their 4,331 acre property in Stillwater County near Nye. The property includes Stillwater River frontage and is comprised of native grasses, prairie and forest. The easement would protect wildlife habitat for elk, mule and whitetail deer, black bear, sharptail grouse and there is a buffalo jump that still has visible drive lines. Forrest addressed the board on the conservation easement definitions, restrictions and tax break benefits. Montana code requires the local planning authority to review and comment on conservation easements but such comments are not binding and are simply advisory in nature. Ray made a motion to direct Planning Staff to send a letter to the Montana Land Reliance that there are no conflicts with planning strategies. Steve seconded; motion passed.

#### **IV. UNFINISHED BUSINESS:**

##### **A. County Wide Zoning Discussion and Permit Process**

1. **Conditional Use Permit** (page 7, Section V): Forrest provided an overview of the Conditional Use Permit including application and administrative procedures, application contents, Planning Staff and Zoning Commission review, Zoning Commission recommendation to Governing Body, approval criteria and the Governing Body approval and final issuance of permit. Jerry made a motion to approve the Conditional Use Permit with amended language to add “adjacent properties” to page 10 section V(5)(c), site design. Carl seconded; motion passed.
2. **Scenic Corridor Signage** (page 12, Section VI): This corridor would extend 300 feet from and parallel to Highway 78 in Stillwater County. Forrest explained that this would only extend to highway 78 within the County’s jurisdiction, not within the city of Columbus. Forrest discussed signage criteria, application and administrative procedures, review and approval and exclusions. Jerry made a motion to include the word “signage” to page 6 section III(d)(1), Steve seconded; motion passed. Dan made a motion to pass the Scenic Corridor Signage regulations, Jerry seconded; motion passed.
3. **Variances** (page 13, Section VII): Planning staff discussed the variance request process; application submittal requirements, staff review, Board of Adjustment review, approval /issuance of permit. Ray made a motion to adopt the variances, Jerry seconded; motion passes.
4. **Enforcement, Violations and Complaint Procedure** (page 16, Section VIII): Forrest expounded on Code Enforcement Officer duties, powers and responsibilities, violations and penalties. Ray made a motion to approve, Jerry seconded; motion passes.
5. **Appeal Procedure** (page 17 Section IX): Forrest outlined the appellate process for a any party aggrieved by an administrative decision of the Planning Staff may appeal to the Board of Adjustment. Any party aggrieved by a decision of the Board of Adjustment may appeal that decision to District Court in writing within 30 days of the decision. Any party aggrieved by a decision of the Board of County Commissioners may appeal that decision to District Court in writing within 30 days of the decision. Dan made a motion to approve the Appeal Procedure as written, Steve seconded; motions passes.
6. **Development Review Checklist and Application- Draft:** Planning Staff provided a rough draft form of the proposed Development Review Checklist and Application. Stephanie explained that this is the Planning Department’s first attempt at a hybrid form for a one time stop shop for the public. Discussion was had by the board and Planning Staff to consolidate the permitting process and work towards a cohesive look for permits/forms. Ray made a motion to forward with changes made to the Board of Commissioners for a work session, Jerry seconded; motion carries.

**V. ADJOURN:** Jerry made a motion to adjourn the meeting at 8:24pm. Steve seconded; motion passed.

The next meeting will be on October 7<sup>th</sup>, 2020 at 7:00 p.m. at the Pavilion.

Christine Baker, Planning